



Georgia Secretary of State Brian P. Kemp

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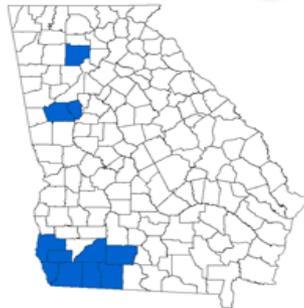
Secretary of State Brian P. Kemp



About Brian Kemp



Georgia Election Results



View Results for
February 5, 2013
Special & Runoff
Elections

Secretary of State Online Services



Search for a Corporation



Renew Your Corporation
Online



File Your Corporation
Online



Search for a Professional
Licensee



Renew Your Professional
License Online



Submit an Initial License
Application Online



Register to Vote

My Voter Page



Check your registration
status, absentee ballot
status, and find your
polling location

Cut the Red Tape



Share Your Ideas
to Help Georgia
Businesses

Zero-Based Budgeting



View the agency's
Zero-Based Budget

Elections Advisory Council



Share Your Ideas
to Help Strengthen
Georgia Elections

Stop Voter Fraud



Do Your Part to Help
Ensure Secure and Fair
Georgia Elections

Latest News

[Secretary Kemp Certifies
Special Runoff Elections in
State Senate District 11 and
House District 21](#)

[UPDATE: Over 3500 RNs
With HOLDS On Their
License Renewals Due to
Unsubmitted Secure and
Verifiable Documents](#)

[Secretary Kemp Reminds
Georgians of Contractor
Licensing Law and Potential
Scams Following Recent
Severe Weather](#)

Secretary of State Contact Information

If you need assistance with a matter pertaining to the
Secretary of State, please contact the appropriate division:

Professional Licensing Boards Division: (478) 207-2440
Corporations Division: (404) 656-2817
Elections Division: (404) 656-2871
Archives Division: (678) 364-3700
Press Office: (404) 656-4269

Additional Secretary of State Contact Information

Secretary of State Brian Kemp
214 State Capitol
Atlanta, GA 30334
(404) 656-2881 (Capitol)

Sites of Interest

[Election Results & Statistics](#)

[Employment](#)

[Kennesaw State University Election
Center](#)

[Georgia Code](#)

[Proposed Rules](#)

[Great Seal / Document Certification](#)

[Immigration Assistance Services](#)

[National Association of Secretaries
of State](#)

[Georgia Voter ID](#)

[Internships](#)

[Georgia Athletic and
Entertainment Commission](#)

[First Stop Business Information
Center](#)

[Georgia Rules and Regulations](#)

[Frequently Asked Questions](#)

[Additional Sites of Interest](#)

[Secretary of State Ethics Policy
\(PDF\)](#)

On the Georgia Secretary of State home page click on Corporations



Georgia Secretary of State Brian P. Kemp

Archives • Corporations • Elections • News Room • Professional Licensure • Securities • State Capitol

CORPORATIONS DIVISION

Create or Change an Entity Customer Information Online Services Business Resources and Information

- Create a New Entity
- Make Changes to an Existing Entity
- Re-instate an Entity
- Apply for a State Video Franchise Authority

Corporations Site Availability

The Corporations Division is currently upgrading the online filing & search features in an effort to provide both new and improved services to Georgia businesses. During the transition only limited online services are available via the below link.

<https://cgov.sos.state.ga.us>

[Online Services FAQ - Please Read \(PDF Format\)](#)

PLEASE NOTE: Current processing times are 12 – 15 business days.

Currently available online features include [Initial Filings](#) for domestic entities and [Annual Registrations](#) for all of the following entities:

- For Profit Corporations
- Non-Profit Corporations
- Limited Liability Companies
 - Limited Partnerships
- Professional Corporations

Other currently available services include [Certificates of Existence](#) and [Name Reservations](#).

Please visit soskb.sos.state.ga.us to search for historical items and access the pre-filled and printable annual registration for use via our mail-in option.

All services are still being offered via mail or in-person at our Atlanta, Macon, or Tifton offices.

If you need assistance navigating the new site or encounter technical errors with the currently available online features, please contact our support staff at 404-656-2817.

[Secretary of State Kemp Alerts Georgia Corporations About Solicitations](#)

Georgia corporations, limited liability companies and limited partnerships are formed by

2 MLK, Jr. Dr.
Suite 313, Floyd West Tower
Atlanta, GA 30334-1530
404.656.2817

[Directions to the Corporations
Division Offices](#)



On the Corporations page put your cursor over “Create or Change an Entity” and click “Create a New Entity”



Georgia Secretary of State Brian P. Kemp

[Archives](#) • [Corporations](#) • [Elections](#) • [News Room](#) • [Professional Licensure](#) • [Securities](#) • [State Capitol](#)

CORPORATIONS DIVISION



Forming a New Organization

- [Name Reservation - Online Form](#)
- [Name Reservation - Mail-in Paper Form](#)
- [File Corporation Online](#)
- [Which Legal Entity is Right for Your Business?](#)
- [How to Incorporate or Form an LLC](#)

Certificate of Authority Information:

- [Application for Certificate of Authority \(BR236\)](#)
- [Application for Certificate of Authority for Foreign Limited Liability Company \(BR241\)](#)
- [Application for Certificate of Authority for Foreign Limited Partnership \(BR251\)](#)
- [Application for Certificate of Authority For Foreign Limited Liability Partnership \(BR2000\)](#)
- [Amended Certificate of Authority](#)
- [Application for Withdrawal](#)

[Home](#) | [Contact the Office](#) | [Privacy Statement](#) | [Georgia.Gov](#) | [Search](#)
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Select and click on “File Corporation Online”

http://sos.georgia.gov/corporations/new_entity_notice.htm Georgia Secretary of State | ...

File Edit View Favorites Tools Help

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Brian P. Kemp

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Creating a New Entity

IMPORTANT, PLEASE READ!

Welcome to the Corporations Division on-line filing system. Before filing to create a new domestic corporation or limited liability company on-line, you will need the following information:

A new domestic Corporation (Profit, Non-profit, Professional Corporation, Professional Association)

- Name of the corporation or a valid Name Reservation Number
- Name and address of the person filing for the corporation
- A valid email address
- Mailing Address of the Principal Office
- Name and Address of the Registered Agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Name and address of *each* incorporator
- # of Authorized shares
- Any optional provisions you need to add to your Articles of Incorporation
- A valid major Credit Card including the 3-digit security code from the signature panel on back and the expiration date (we accept MC, VISA, AMEX and Discover Cards) or a valid ACH account.

New Filing for a Domestic Limited Liability Company (LLC)

- Name of the LLC or a valid Name Reservation Number
- Name and address of the person filing for the LLC
- A valid email address
- Mailing Address of the Principal Office
- Name and Address of the Registered Agent (must be a physical street address in Georgia where an individual can be located in-person for the company)
- Name and address of *each* organizer
- Any optional provisions you need to add to your Articles of Organization
- A valid major Credit Card including the 3-digit security code from the signature panel on back and the expiration date (we accept MC, VISA, AMEX and Discover Cards) or a valid ACH account.

Note:
You cannot form a partnership (LP, LLP, LLLP) on-line, you must submit the application, appropriate documentation and payment to our office via mail or in-person.
You cannot apply for a Certificate of Authority for a Foreign Corporation on-line; you must submit the application, appropriate documentation and payment to our office via mail or in-person.

[Click to Continue](#)

100%

After reviewing the information provided on the this screen, please click the “Click to Continue” button

Log On

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, [click here.](#))

Log On

The Secretary of State Corporations Division is pleased to announce a new online portal to the businesses of Georgia. In addition to improved online services, the site upgrade will also feature a redesigned look and feel.

In addition to our current online services, by creating an online account in the new system, customers will be able to file Domestic Limited Partnerships, Foreign Corporations, Limited Liability Companies, and Limited Partnerships. User accounts will also allow online filing customers to save and edit filings, upload documents, and correct deficiencies.

The Corporations Division's website is being upgraded to a new platform. The migration of millions of historical records to the new system is currently taking place. As a result of this ongoing migration, historical information for certain entities on our new website may be incomplete, and customers may need to use our old search function to thoroughly search an entity's records for any historical information that has not yet been migrated. To search and review all historical information and filing data excluding any filings made during the 2013 calendar year, please visit <http://soskb.sos.state.ga.us>.

To log into the system and access our online services, including **corporation filings, annual registrations, name reservations, certified copy orders, and view filed documents**, you will need a free cGov360 account. To create an account, use the following link: [Register for a cGov360 account.](#)

Please enter search criteria below for entity searches.

Search

Search Criteria

Inquiry: **Search**

Search Type: Entity Name **Search Depth:** Exact Match Starts With Contains

Entity Status:

Search Results

Name	Control Number	Effective Date	Status	ModelType	Locale	Qualifier
------	----------------	----------------	--------	-----------	--------	-----------

Navigation: 4

You will need to have a Username and Password to continue with your online filing. If you need to create a username and password, please click on the link [Register for a cGov360 account.](#)

User Registration

Registration Information

Passwords are required to be a minimum of 7 characters in length.

Username	<input type="text"/>	Email	<input type="text"/>
Password	<input type="text"/>	Confirm Password	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>

Address

Address Type US International

Line 1	<input type="text"/>			
Line 2	<input type="text"/>			
City	<input type="text"/>	State	<input type="text" value="Select.."/>	Zip <input type="text"/>

Create your Username and Password, populating all information fields and click "Register" (please remember to record your username and password for future reference)

Log On

Please enter your username and password.

Account Information

Username:

Password: (If you have forgotten your password, [click here.](#))

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Please enter search criteria below for entity searches.

Search

Search Criteria

Inquiry:

Search Type: Entity Name Search Depth: Exact Match Starts With Contains

Entity Status:

Search Results

Name	Control Number	Effective Date	Status	ModelType	Locale	Qualifier
[Empty search results table]						

[Navigation icons]

You may now enter your Username and Password, click "Log On"

The screenshot shows a web application interface with a navigation bar at the top containing four tabs: "Business Filings", "Services Management", "Approved Services", and "Business Filings Search". The "Business Filings" tab is highlighted with a blue arrow pointing to it from a text box below. Below the navigation bar, there is a yellow background area containing three sections: "Pending Services", "Received Services", and "Rejected Services". Each section has a brief description and a table with columns for "Work Order Id", "Transaction", "Name", and "Date Submitted".

[Business Filings](#) [Services Management](#) [Approved Services](#) [Business Filings Search](#)

To perform a new filing, please go to the Business Filings tab.

Pending Services Items pending submission by this account/customer.

Work Order Id	Transaction	Name	Date Submitted
---------------	-------------	------	----------------

Received Services Items submitted by this account/customer and received for processing.

Work Order Id	Transaction	Name	Date Submitted
---------------	-------------	------	----------------

Rejected Services

Items rejected during the approval process. Review the rejection letter, correct any deficiencies and resubmit your filing for approval.

Work Order Id	Transaction	Name	Date Submitted
---------------	-------------	------	----------------

Upon log in, you will be directed to the “Services Management” tab. Click the “Business Filings” tab.

[Business Filings](#) [Services Management](#) [Approved Services](#) [Business Filings Search](#)

Business Filings Online Services

Domestic Corporation Web For-Profit Corp Domestic Web Nonprofit Corp Domestic Web Corp Professional Domestic	None Corporation Web For-Profit Corp Annual Registration Web Nonprofit Corp Annual Registration
Limited Liability Company Web LLC Domestic	Document Order Web Certified Copies Web Certificate of Existence
Limited Partnership Web LP Domestic	Limited Liability Company Web LLC Annual Registration
	Limited Partnership Web LP Annual Registration
	Name Reservation Web Name Reservation
	Annual Registration Web LLP Annual Registration

Click on the link representing the type of filing you wish to perform

Filing Procedures

FILING PROCEDURES FOR FORMING A GEORGIA FOR-PROFIT CORPORATION

Profit corporations are formed by filing Articles of Incorporation with the Secretary of State. The **minimum** filing requirements of Georgia law are outlined herein. Many other provisions may, and perhaps should, be included in the articles. The question of whether or not a person or entity should incorporate is complex.

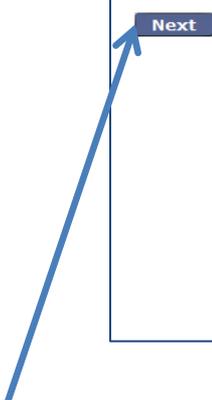
The Corporations Division strongly recommends that filers obtain professional legal, tax, and/or business advice to assure the filer's goals and intentions are met, and that requirements of the law are satisfied, both before and after incorporation.

PROFIT CORPORATIONS.

Articles of incorporation for profit corporations must contain the following information:

1. The exact name of the corporation.
2. The number of shares the corporation is authorized to issue. This will be the maximum number of shares the corporation can issue without later amending its articles to provide for a greater number. The number cannot be "0."
3. The street address and county of the initial registered office and the name of initial registered agent at that office. **The registered office address must be a street address; a post office box, mail drop or mail center is not sufficient.** The registered agent may be an individual or another entity. The registered agent must be able to be personally located at the registered office. This is the party designated by the corporation to accept notices on its behalf, and to alert the appropriate corporate personnel.
4. The name and address of each incorporator. The incorporator(s) is the person(s) who signs the articles of incorporation, delivers them to the Secretary of State for filing, and then organizes the corporation.
5. The mailing address of the corporation's initial principal office. The principal office address may be a post office box, unlike the registered office which must be a street address. The principal office mailing address is the address to which any correspondence from the Corporations Division to the corporation will be sent.
6. An incorporator named in the articles or the filing attorney-in-fact may sign the articles of incorporation. If the chairperson of the board of directors or corporate officer has been elected, he or she may sign. Beneath the signature, the signer must state the capacity in which he or she is signing.

Next



The Filing Procedures page informs you of what information is required for this type of filing. Click the "Next" button when you have read this information

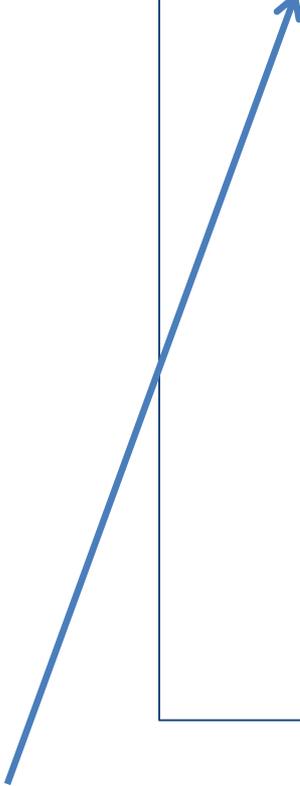
Redeem a Name Reservation

Name Reservation (optional)

If you have a name reservation number, enter it below and click NEXT to continue. If you do not have a name reservation number, simply click NEXT to continue.

Name Reservation Number

[Back](#) [Next](#) [Save and Exit](#)



If you have a name reservation, you may enter the Name Reservation Number on this page. If you do not have a Name Reservation Number, you may leave this blank. Click “Next”

Index

Business Information

Please do not enter the corporate indicator into the Name field. Please select the corporate indicator from the Suffix dropdown.

Model Type	Locale	Qualifier	Action
Corporation	Domestic	For-Profit	New Filing

Corporate Name Business Suffix

Effective Date

Filer

Type: Individual Organization

Individual

First Name Middle Name

Last Name Suffix

Complete Mailing Address

US International

Line 1

Line 2

City State Zip

Email

Business Addresses

May be a P.O. box.

Complete Company Mailing Address

On the Index page populate the required information for your entity

Index

Business Information

Please do not enter the corporate indicator into the Name field. Please select the corporate indicator from the Suffix dropdown.

Model Type	Locale	Qualifier	Action
Corporation	Domestic	For-Profit	New Filing

Corporate Name Business Suffix

Effective Date

Filer

Type: Individual Organization

Individual

First Name Middle Name

Last Name Suffix

Complete Mailing Address

US International

Line 1

Line 2

City State Zip

Email

Business Addresses

May be a P.O. box.

Complete Company Mailing Address

On the Index page populate the required information for your entity and note that there are additional information fields required as you scroll down *

***Note the following for completing the Index section for filing your Business Information:**

Corporate Name: Enter the name exactly as you wish it to read on your certificate. Do not enter the corporate indicator (Inc., Company, etc.) into the Corporate Name field. You may select your corporate indicator from the Business Suffix dropdown box.

Effective Date: The effective date will default to the date you enter the information and submit to back office for review. If you wish to enter a post-effective date, up to 90 days, you may do so.

Filer: The filer information is the name and contact information of the person or organization who is submitting the filing. Select the type of filer, Individual or Organization, then enter the name, address, and email information in the provided fields. If there is more than one filer, you may click “Add Filer” to provide the additional information.

Add Filer

Business Addresses
May be a P.O. box.

Complete Company Mailing Address

Address Type US International

Select Address Type Principal Office

Line 1

Line 2

City **State** Georgia **Zip**

Registered Agent
Post office box or mail drop not acceptable for registered agent address.

Is individual?: Yes No

Select RA Select..

Incorporator

Type: Individual Organization

Individual

First Name **Middle Name**

Last Name **Suffix**

Complete Mailing Address

US International

Line 1

Line 2

City **State** Georgia **Zip**

Email

Add Incorporator

Scroll down on the “Index” page and populate the required information for your “Filer”

***Note the following for completing the “Index” section for your “Filer”:**

Business Addresses:

Select the Address Type, US or International, for your Principal Office Address. Enter the information for your principal office address in the fields provided. This address may be a P.O. Box.

Registered Agent:

At this time, the dropdown box is not preloaded with commercial registered agents so it will be necessary to enter your registered agent information. Select ‘Yes’ and enter the full name of your Registered Agent, email address, Georgia street address, and county information in the fields provided. The Registered Agent address MUST be a Georgia street address and cannot be a P.O. Box or mail drop.

Incorporator

Type: Individual Organization

Individual

First Name Middle Name
Last Name Suffix

Complete Mailing Address

US International

Line 1
Line 2
City State Zip

Email

Add Incorporator

Share Information

Quantity

Add Stock

Optional Provisions

Description

Continue scrolling down on the “Index” page and populate the required information for your “Incorporator”

***Note the following for completing the Index section for filing your Incorporator:**

Incorporator:

Select Individual or Organization, then enter the name, address, and email address of the Incorporator in the fields provided.

If there is more than one Incorporator, you may click the “Add Incorporator” button to enter the additional information.

Share Information:

Provide the number of shares in the Quantity field.

Optional Provisions:

You may enter optional provisions in this space if you require your articles of incorporation to include more information than what you have entered in this process.

Signature Block

Signers

Type: Individual Organization

Individual

First Name Middle Name

Last Name Suffix

Complete Mailing Address

US International

Line 1

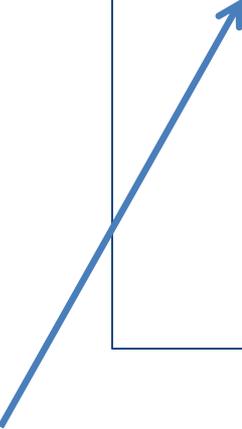
Line 2

City State Zip

Capacity

Add Signer

Back **Next** **Save and Exit**



Continue scrolling down on the “Index” page and populate the required information for your approved “Signers”, upon completion click “Next”

***Note the following for completing the Index section for filing your Incorporator:**

Signature Block:

This screen will allow you to provide the signature for the document you are filing. Enter the name, address, and capacity of the signer in the provided fields.

If there is more than one signer, you may click “Add Signer” to enter the additional information.

Click “Next”.

Expedite

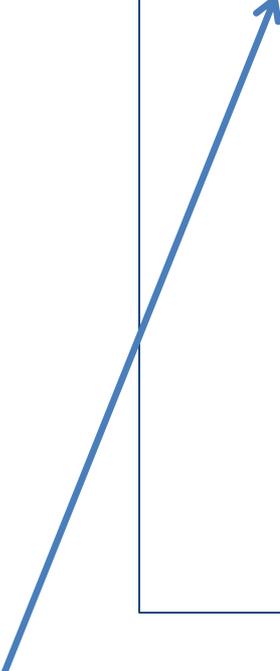
Expedite Order

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Expedite Option

[Back](#) [Next](#) [Save and Exit](#)



You may make your delivery selection by choosing from the dropdown options, None, Next day service, or Same day of the request. Click “Next”.

Payment

Payment

Enter the payment information below, then press the **Next** button. Required fields are marked in **bold**.

Amount Due: \$100.00

Payment Type:

This page will show you the amount due and provide the Payment Type options. ACH feature is not currently available, please select "Credit". Click "Next".

Payment

Payment

Enter the payment information below, then press the **Next** button. Required fields are marked in **bold**.

Amount Due: \$100.00

Payment Type:

Name on Card: (As it appears on the card)

Billing Address:

Line 2:

City, State, Zip(+4): +4 optional

Daytime Telephone:

Credit Card Type:

Credit Card No: (Ex: 1111222233334444)

Expiration Date: /

Credit Card Verification No: The Card Verification Number (CVV) is the last 3 digits on the Signature Panel on the back of the card.

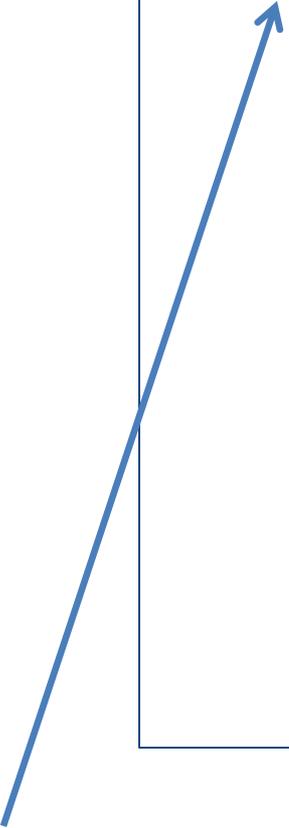
Enter the payment information and click "Next".

Payment

Payment

Your payment has been accepted by the system. You may now proceed with this filing.

[Back](#) [Next](#)



Once your payment is accepted, you may click “Next” to continue with your filing. *Please see note on next page*

***Note the following for completion of the Validation Screen:**

Validation:

The Validation page allows you to review the information you have entered. Please review and scroll to the bottom of the page.

If you find you need to make a correction or change, click the “Back” button at the bottom of the page. Continue to click “Back” until you reach the screen where you can make the necessary changes. Then click the “Next” button until you reach the Validation page again.

When your information is entered as intended, click the “Submit to Back Office” at the bottom of the “Validation Page” to deliver your filing to our office for review.

Validation



The following errors/warnings/important information events occurred:

- To finish and submit your filing to be processed, please ensure you have clicked the Submit to Back Office button at the bottom of this page. If you do not click the Submit to Back Office button, your filing will not be submitted for approval.

Name Reservation (optional)

If you have a name reservation number, enter it below and click NEXT to continue. If you do not have a name reservation number, simply click NEXT to continue.

Name Reservation Number

Expedite Order

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Same day expedited processing service requests must be received by the Division by noon. Same day expedited processing service requests hand delivered after noon will not be processed. Such requests will be returned to provide you the opportunity to change the level of expedited processing service.

Expedite Option None

Business Information

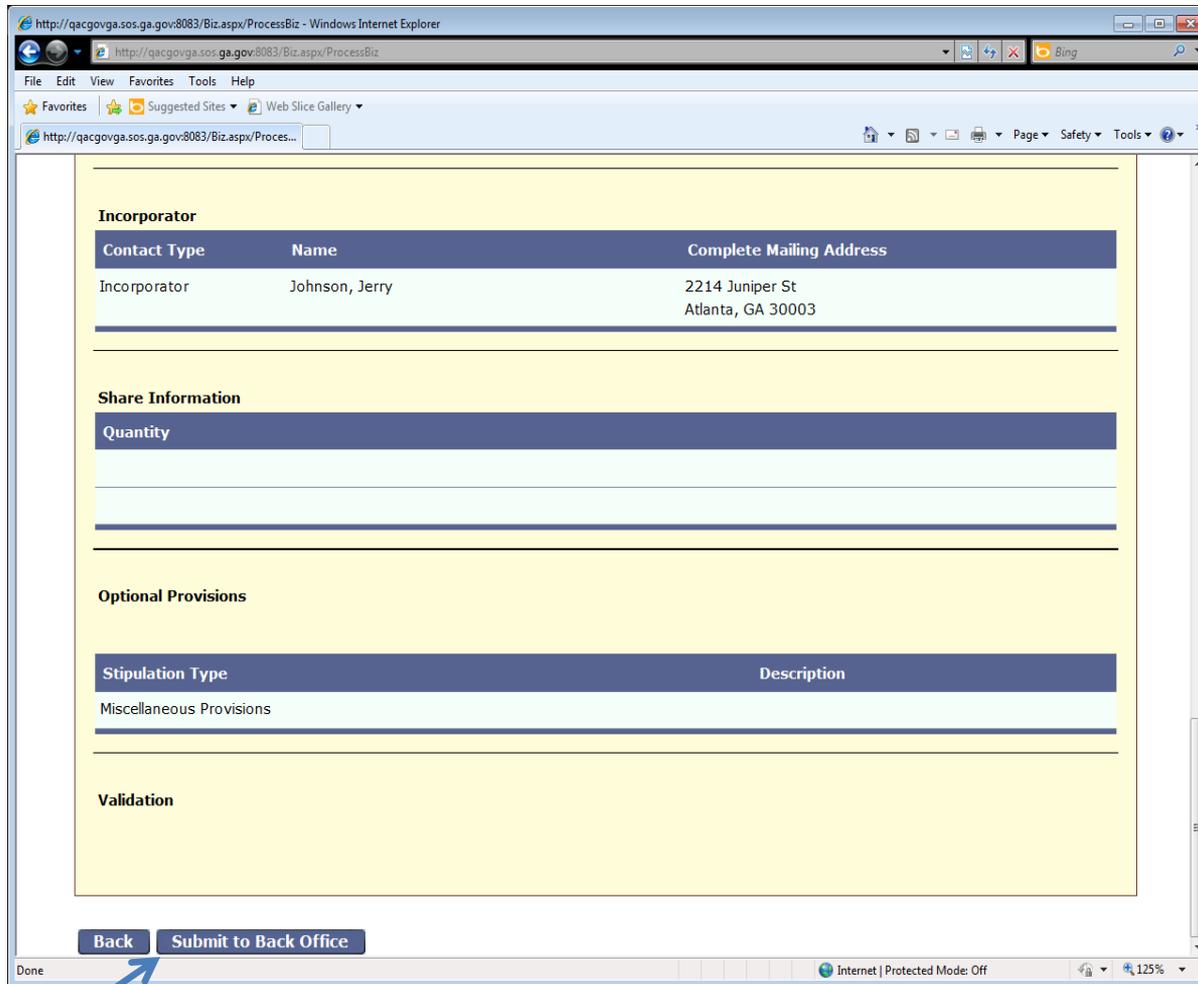
Please do not enter the corporate indicator into the Name field. Please select the corporate indicator from the Suffix dropdown.

Model Type	Locale	Qualifier	Action
Corporation	Domestic	For-Profit	New Filing

Corporate Name	Web Profit
Business Suffix	Corp.
Effective Date	2/13/2013

Filer

Note: *The above notification is not an error.....* it is the process needed to submit your filing. Please make sure to scroll all of the way through this document and "Submit to Back Office". You MUST click "Submit to Back Office" to have SOS staff formally process the filing. This is the number one issue that leads to a delay in filings being processed



Upon completion at the bottom of the document click "Submit to Back Office"

[Business Filings](#)
[Services Management](#)
[Approved Services](#)
[Business Filings Search](#)

Pending Services Items pending submission by this account/customer.

Work Order Id	Transaction	Name	Date Submitted

Received Services Items submitted by this account/customer and received for processing.

Work Order Id	Transaction	Name	Date Submitted
13124687	Web For-Profit Corp Domestic	Web Profit	2/13/2013 edit delete

Rejected Services
Items rejected during the approval process. Review the rejection letter, correct any deficiencies and resubmit your filing for approval.

Work Order Id	Transaction	Name	Date Submitted

When your filing has been successfully delivered to our office for review, you will be returned to your “Services Management” tab, and your filing will be shown in the Received Services section of this page. If your filing *IS NOT* in the “Services Management” tab SOS staff *CANNOT* process